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Executive Registry

78-19411

DDS&T-3284-78

31 JUL 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director of Central Intelligence

FROM : Leslie C. Dirks
Deputy Director for Science and Technology

SUBJECT : Comments on Employee Suggestions

REFERENCE : Memo to DDS&T from Deputy Executive Secretary,
Same Subject, 3 July 1978, (ER 78-1941)

1. Attached in accordance with your request relayed through the Deputy Executive Secretary, are responses to the several suggestions made by OTS employees during their recent meeting with you.

2. As an additional general comment, during the two years since my appointment as Deputy Director, we have taken a number of steps to improve the effectiveness and responsiveness of the overall DDS&T R&D and procurement program. These steps have included improvements in the short and long range planning activity, establishment of the R&D programs notebooks as a meaningful and useful working tool within the Directorate, improving the scheduling and content of the quarterly program reviews and approvals, and major steps toward improving the process of establishing and refining the overall requirements upon which the DDS&T program is based. OTS, of course, is a part of this process. I would be glad to provide you with more in-depth description of this entire process and an assessment of its effectiveness if you desire.

3. Both Mr. Zellmer and I spend a large fraction of our personal time on the planning for and review of ongoing CIA funded program activities in the DDS&T. We spare no effort to insure the efficiency, timeliness, quality of the support and produced equipment, and effective program management of all of these activities. In addition to the regular quarterly reviews and the numerous ad hoc project reviews, one or both of us visit OTS for regular weekly reviews on selected activities.

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4. I appreciate the opportunity to comment on the above employee suggestions and encourage such actions by employees for improvement in our methods, procedures and operations.



Leslie C. Dirks

Attachment: a/s

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